

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1126

TITLE: DEPUTY DIRECTOR, FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD

GRADE: S-36

DEFINITION:

Under policy and administrative direction, assists the Executive Director, Fairfax-Falls Church Community Services Board (CSB) in program development, planning, implementation, and evaluation; serves as CSB's program operations representative on the Human Services Management Team; supervises the work of agency division managers; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Assists the Executive Director of the Fairfax-Falls Church Community Services Board (CSB) in the planning, supervision, and coordination of mental health, intellectual disability, and alcohol and drug services/programs in the Fairfax-Falls Church area;

Establishes goals, objectives and priorities for the three program areas, and evaluates the programs' effectiveness in meeting them;

Ensures that programs comply with Federal, State and County laws and regulations;

Directly supervises the managers of the three CSB service divisions (Mental Health, Intellectual Disability, and Alcohol and Drug Services) and the Director of Residential Services and Community Relations;

As a member of the Human Services Management Team, plans services in the context of the overall human services system, ensures development and implementation of public-private partnerships to meet the needs of the citizens for mental health, intellectual disability, and alcohol and drug services, and oversees contractual services;

Working with the Office of Human Services Administration and the Office of Human Services Systems Management, ensures the integration of intake, service delivery, and information systems development;

The coordination of budget oversight and financial accountability; and human resource management to support Services Board activities;

Evaluates the effectiveness of service components, and develops and revises services, policies and procedures in response to the needs of clients and family members;

Represents and acts for the Executive Director in contacts with the public, the CSB governing board, the Board of Supervisors, Federal, State and local groups/officials, and private-sector organizations.

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Page 2

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the current treatment/care philosophies and programs in the fields of mental health, intellectual disability, and substance abuse;

Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis), and the ability to apply them in overseeing a variety of mental health, intellectual disability, and alcohol and drug services;

Knowledge of Federal, State, and County laws and regulations affecting mental health, intellectual disability, and alcohol and drug services, and the ability to interpret and apply them correctly;

Knowledge of Federal, State, and local human services agencies and the services they provide;

Skill in solving problems and resolving conflicts;

Ability to analyze data and draw sound conclusions;

Ability to develop and implement departmental goals and objectives;

Ability to effectively coordinate and implement departmental changes;

Ability to effectively manage, train and motivate employees;

Ability to plan, direct and coordinate the work of a large staff;

Ability to provide effective leadership;

Ability to communicate clearly and concisely, orally and in writing;

Ability to develop and maintain effective working relationships with subordinates, coworkers, County officials, public and private sector organizations, community groups, and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited college or university with a Master's degree in psychology, social sciences, public administration, or a related field; PLUS

Five years of experience involving policy development in the field of mental health, intellectual disability, or alcohol and drug abuse programs and working with governing/advisory boards.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

Contingent upon area of assignment, some positions within this class will require a National Provider Identifier.

RETITLED:	July 8, 2009
REGRADE:	July 1, 2007
REVISED:	January 2, 2007
ESTABLISHED:	May 16, 1994